

Vendor Compliance Verification Letter

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to verify compliance with our procurement policies and technology standards as part of the vendor onboarding process. Your prompt response to the following requirements will help us ensure a smooth collaboration.

Required Documentation:

- Current certifications and registrations (e.g., ISO, CMMI)
- Proof of compliance with data protection regulations (e.g., GDPR, HIPAA)
- Vendor risk assessment report
- Evidence of technical support and maintenance policies

Please submit the requested documents by [Insert Deadline Date]. Should you have any questions or need further clarification, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]